Fineview and Perry Hilltop Citizens Councils

Administrative Assistant (PT)

VISON: We build a C.A.R.I.N.G community--one that is Collaborative, Advocating, Respectful, Inspiring, Neighborly, and Gracious.

Reports to: Executive Director

Description:
Fineview and Perry Hilltop Citizens Councils are seeking a Part-Time Administrative Assistant who will support community efforts.

Fineview and Perry Hilltop Citizens Councils are two community-development organizations located on the Northside of Pittsburgh. Our work is resident driven with 55 volunteers, three full-time staff and an AmeriCorps VISTA. Last year, volunteers contributed over 1,500 hours in service to the community. See highlights from 2020.

In 2018, we completed a comprehensive Community Plan and in 2020, we created a 5 Year Affordable Housing Plan. We are working to develop our community in a way that all residents benefit, especially those at risk of displacement. We strive to build an equitable and inclusive community.

Looking ahead for 2021-2023, we will be working closely with the Housing Authority of the City of Pittsburgh to build stronger relationships with residents of Allegheny Dwellings and the broader community to design a Transformation Plan. We are also creating a Master Plan for Fowler Park.

In addition, we are advancing our Community Plan through resident-led working groups related to affordable housing, youth development, events, beautification, and community investment.

We are in search of a Part-Time Administrative Assistant to provide administrative, bookkeeping and secretarial support to the Executive Director.

Responsibilities Include:

Administrative & Compliance (TOP PRIORITY)

- Schedule Meetings for Executive Director (as requested)
- Schedule all Meetings for Choice Neighborhoods Planning Process
- Schedule Meetings for Fowler Park Master Planning Process
- Weekly pick-up mail at P.O. Box and Reformed Presbyterian Homes

Financial Recordkeeping & Management

- Assist with updating spreadsheet with monthly expenses and payments
- Assist with sending invoices to the accountant monthly
- Assist with post credit & debit entries into QuickBooks
- Assist with depositing checks at financial institutions
- Assist with coordinating the filing of the annual tax return (990EZ) with the accountant

Fundraising

- Assist with preparing bi-annual invoices for contract reimbursements for City's NED program
- Track grant deadlines and grant report deadlines
- Maintain fundraising spreadsheet

Other

- Assist with physical mailings
- Assist with preparations for Monthly Board Meetings
- Additional responsibilities as assigned

Skills Needed:

- Strong attention to detail
- Demonstrated competency in spreadsheets, databases, e-mail, and Microsoft Windows/Teams/Zoom & Office applications, Google Docs, Google Calendars, and Spreadsheets
- Familiarity and/or ability to learn how to work with Google Documents, Calendars, and Spreadsheets.
- Ability to work well with others.
- Ability to communicate effectively with individuals, volunteers and Board Members.
- Requires critical and resourceful thinking skills, decisive judgment and the ability to work with minimal supervision.
- Excellent Time Management skills
- Passionate about community building & making a difference

Qualifications Wanted:

- Minimum of 3-5 years secretarial/administrative/related experience
- Associate's Degree in business and/or equivalent

Competitive Benefits: $17-20/hour (15 hours/week)
Schedule to be agreed upon with Executive Director

- Career Growth Opportunities
- Organization has No Office - Work from Home - Occasional In-Person Work at Post-Office and Community Sites on the Northside
- 3-5 days per week; Regular business hours
- 90 Day Probationary Period

How to apply? Please send your cover letter and resume to joanna@ourfuturehilltop.org by Friday, April 9, 2021

Questions? joanna@ourfuturehilltop.org; 412-206-9402

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